

2004

PROCUREMENT DIRECTORY

**Connecticut, Maine, Massachusetts, New
Hampshire, Rhode Island and Vermont**

**Prepared by:
U.S. General Services Administration
Small Business Utilization Center
10 Causeway Street, Room 901
Boston, Massachusetts 02222**

Dear Prospective Vendor/Contractor:

GSA is one of the federal government's biggest buyers, contracting for billions of dollars annually on products and services. This directory has been prepared to assist you in locating these opportunities.

Additionally, we have listed other resources that will help you locate bidding opportunities (FedBizOpps) (<http://www.fedbizopps.gov>) has been designated as the single port of entry for vendors to search for federal government procurement opportunities that exceed \$25,000.00. FedBizOpps provides access to agency business opportunities twenty-four (24) hours per day, every day. Register on the Vendor Notification Service to receive notice of opportunities for your product or service.

The GSA Awards a substantial amount of contracts to small businesses. The New England Region Small Business Utilization Center is ready to assist in effective and strategic methods to advance the participation of small business in contracting.

The telephone numbers listed are the agencies main numbers. You need to ask for the procurement/contracting official(s) responsible for procuring or contracting for what you are offering.

We hope you find the directory helpful.

France Lopez, Director
Small Business Utilization Center
New England Region

UNITED STATES GENERAL SERVICES ADMINISTRATION
NEW ENGLAND REGION
THOMAS P. O'NEILL, JR. FEDERAL BUILDING
10 CAUSEWAY STREET, ROOM 1008
BOSTON, MA 02222
Telephone: (617) 565-5860, Fax: (617) 565-7648

Dennis R. Smith, Regional Administrator
dennis.smith@gsa.gov

Glenn C. Rotundo, Deputy Regional Administrator
glenn.rotundo@gsa.gov



SMALL BUSINESS UTILIZATION CENTER (1AB
ROOM 901
Telephone: (617) 565-8100, Fax: (617) 565-8101

France A. Lopez, Director
france.lopez@gsa.gov

Deborah Tarleton, Business Specialist
deborah.tarleton@gsa.gov

The Small Business Utilization Centers are often referred to as the “front door” to contracting with GSA. Each center is staffed with Business Specialists who can provide you with information or assistance concerning:

Locating a solicitation for your product or service in FEDBIZOPPS.

The process required for introducing a NEW/IMPROVED ITEM to GSA.

Providing information on where to obtain copies of Federal Specifications referenced in solicitations or invitations for bid.

Information regarding the sale of government-owned surplus property.

Public Internet access to sites containing information on contracting opportunities.

Networking opportunities for the New England Region. Obtain a regional procurement directory to assist with marketing on a simplified acquisition basis.



There are eleven GSA Business Service Centers across the Country (please refer to the following page for a complete list). Business Specialists at these locations will provide you with local procurement directories containing information regarding contracting opportunities within their regions. *The Small Business Utilization Center is not a purchasing or contracting office.* Various addresses and telephone contacts provided throughout this directory will guide you to the proper purchasing or contracting office in the New England Region (CT, ME, MA, NH, RI, VT).

GSA SMALL BUSINESS UTILIZATION OFFICES AND CENTERS

<http://www.gsa.gov/smallbusiness>

U.S. General Services Administration
Office of Small Business Utilization (E)
1800 F Street, NW
Washington, DC 20405-0002
(202) 501-1021

Felipe Mendoza, Administrator
felipe.mendoza@gsa.gov

Elizabeth Ivey, Deputy Administrator
liz.ivey@gsa.gov

Regional Small Business Utilization Offices and Centers:

New England Region (1AB)
(CT, MA, ME, NH, RI, VT)
10 Causeway Street, Room 901
Boston, MA 02222
(617) 565-8100

Northeast and Caribbean Region (2AR)
(NJ, NY, PR, VI)
26 Federal Plaza, Room 18-130
New York, NY 10278
(212) 264-1234

Mid-Atlantic Region (3ADS)
(DE, MD, PA, VA, WV)
The Strawbridge Building
20 North Eighth Street, 9th Floor
Philadelphia, PA 19107
(215) 446-4918

Southeast Sunbelt Region (4E)
(AL, FL GA, KY, MS, NC, SC, TN)
7 Forsyth Street, 6th Floor
Atlanta, GA 30303
(404) 331-5103

Great Lakes Region (5ADC)
(IL, IN, MI, MN, OH, WI)
230 South Dearborn Street,
Room 3718 mail stop: 37-5
Chicago, IL 60604
(312) 353-5383

Heartland Region (6ADB)
(IA, KS, MO, NE)
1500 East Bannister Road, Room 1160
Kansas City, MO 64131-3088
(816) 926-7203

Greater Southwest Region (7ADB)
(AR, LA, NM, OK, TX)
819 Taylor Street, Room 1E13A
Fort Worth, TX 76102
(817) 978-0800

Rocky Mountain Region (8AB)
(CO, MT, ND, SD, UT, WY)
Federal Center #41, Room 240
Post Office Box 25006
Denver, CO 80225
(303) 236-7408

Pacific Rim Region (9ADB)
(AZ, HI, NV, CA)
300 N. Los Angeles Street, Room 3108
Los Angeles, CA 90012
(213) 894-3210

Satellite location:
450 Golden Gate Ave. Room 5-6535
San Francisco, CA 94102-3400
(415) 522-2705

National Capital Region (WCAB))
(DC, Surrounding Counties of
MD - VA Metro Area)
7th and D Streets, SW-Room 1050
Washington, DC 20407-0001
(202) 708-5804

Northwest/Arctic Region (10AB)
(AK, ID, OR, WA)
400 15th Street, SW
Auburn, WA 98001
(253) 931-7956

WHERE TO LOOK FOR BID OPPORTUNITIES

FEDBIZOPPS

(www.fedbizopps.gov)

Since October 1, 2001, Federal Business Opportunities (FedBizOpps) has been designated as the single source for all federal government procurement opportunities that exceed **\$25,000**. **All federal agencies are required to advertise at this site.** The General Services Administration (GSA) Bidder's Mailing List has been replaced by the FedBizOpps. In order to register to receive procurement announcements from the FedBizOpps (<http://www.fedbizopps.gov>), you can visit the website and under related links "click" on the link for Vendor Notification Service and follow the instructions. Or you may contact the FedBizOpps Help Desk at 877-472-3779 and they will assist you in registering for the Vendor Notification Service.

FORECAST OF GSA CONTRACTING OPPORTUNITIES is an annual on-line document that lists GSA's anticipated contracting opportunities for the current or upcoming fiscal year, giving prospective contractors enough lead time to develop marketing strategies, compile the necessary information and carefully prepare proposals. It is at <http://www.gsa.gov/smallbusiness>, look under Publications and click on **Contracting Opportunities**

GSA SUBCONTRACTING DIRECTORY is a listing of large companies who have contracts with GSA for goods or services worth \$500,000 or more (\$1 million or more for construction). Public Law 95-507 requires these contractors to have subcontracting plans that suggest the dollar value and the percentage of goods and services that may be supplied through subcontracts with small, small disadvantaged, women owned small, HUB Zone small, veteran-owned small and service-disabled veteran-owned small businesses. This information is accessible at <http://www.gsa.gov/smallbusiness>, look under Publications, and click on **Subcontracting Directory**

PRO- NET and CENTRAL CONTRACTOR REGISTRATION (CCR), on **January 1, 2004**, the Small Business Administration's (SBAs) **PRO- NET** and Department of Defense's (DODs) **Central Contractor Registration (CCR)** databases were integrated to create one portal for entering and searching for small business sources. This integration assists small businesses with marketing their goods and services to the federal government. **CCR** is the primary vendor database for the Department of Defense (DOD), NASA, Department of Transportation (DOT), and Department of Treasury.

Current and potential government vendors are required to register in CCR in order to do be awarded contracts by the DOD, NASA, DOT and Treasury. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. Registration does not, however, guarantee business with the government. The CCR Assistance Center can be reached at 888-227-2423 or 269-961-4725, available 24 hours, 7 days a week.

SUB-NET <http://web.sba.gov/subnet> is where prime contactors post subcontracting opportunities. Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, Federal agencies, state and local Governments, non-profit organizations, colleges and universities, and even foreign Governments also use it for the same purpose.

GSA NEW ENGLAND REGION CONTACTS

The Federal Government Offices located within the New England Region, listed within this directory may buy your product/service on a small purchase basis.

GENERAL SERVICES ADMINISTRATION (GSA)

<http://www.gsa.gov>

The General Services Administration (GSA) contracts for about \$10 billion worth of products and services each year. Because GSA buys and leverages so much and uses taxpayer dollars, GSA has special responsibility to obtain the best quality and value possible for money spent. GSA awards a majority of its contracts to small businesses since they generate the majority of new jobs and contribute substantially to the Nation's economy. The majority of the agency's buying is handled by its three major procurement services: the Federal Supply Service (FSS), the Public Buildings Service (PBS) and the Federal Technology Service (FTS). In order to pursue possible subcontracting and/or small purchase opportunities, within the New England Region, we are providing a list of New England Regional Contacts and government buildings that are under GSA jurisdiction. GSA associates at these locations can assist you in identifying current building managers/contractors.

PUBLIC BUILDINGS SERVICE (PBS) is responsible for planning, designing, building, restoring, renovating, decorating, providing landscaping for, and leasing (civilian occupied) Government owned buildings and other facilities. It is also responsible for the buildings' operations, maintenance and security.

Thomas P. O'Neill, Jr. Federal Building
 10 Causeway Street, 9th Floor
 Boston, MA 02222-1077

Tel: (617) 595-5693
 (866) 734-1727

Should you wish to pursue possible subcontracting and/or small purchase opportunities, within our local Public Buildings Service, we are providing the following list of government buildings, within New England, that are under GSA jurisdiction. GSA associates at these locations can assist you in identifying current building managers/contractors.

PBS NEW ENGLAND REGION - FIELD LOCATIONS

MASSACHUSETTS	
John F. Kennedy Federal Building Room E130 Government Center Boston, MA 02203 Phone # (617) 565-1091 Fax # (617) 565-2048	J.W. McCormack Post Office & Courthouse 90 Devonshire Street, Room L1-A Boston, MA 02109 Phone # (617) 223-9585 Fax # (617) 223-4302
J.F. Williams Coast Guard Building 408 Atlantic Avenue Boston, MA 02110 Phone # (617) 223-8607 Fax # (617) 565-2048	Harold Donohue Federal Building 595 Main Street, Room B09 Worcester, MA 01603 Phone # (508) 793-0134 Fax # (508) 793-0145

Federal Building & Us Courthouse 1550 Main Street, Room 102 Springfield, MA 01102 Phone # (413) 785-0312 Fax # (413) 785-0462	U.S. Custom House 37 North Second Street New Bedford, MA 02740 Phone # (508) 992-3457 Fax # (508) 993-5917
Thomas P. O'Neill Federal Building 10 Causeway Street, Room 438 Boston, MA 02222 Phone # (617) 565-5806 Fax # (617) 565-6321	Moakley U.S. Courthouse One Courthouse Way, Room 3600 Boston, MA 02210 Phone # (617) 428-2019 Fax # (617) 428-2017
CONNECTICUT	
Ribicoff Federal Building 450 Main Street, Room 635 Hartford, CT 06103 Phone # (860) 240-3575 Fax # (860) 240-3469	R.N. Giamo Federal Building 150 Court Street, Room 105 New Haven, CT 06510 Phone # (203) 773-2347 Fax # (203) 773-5579
Brien McMahon U.S. Courthouse & Federal Bldg 915 Lafayette Blvd., Room 230 Bridgeport, CT 06604 Phone # (203) 579-5528 Fax # (203) 579-5527	
RHODE ISLAND	
John O. Pastore Federal Building & Courthouse Two Exchange Terrace, Room 102 Providence, RI 02903 Phone # (401) 528-5125 Fax # (401) 528-5114	
NEW HAMPSHIRE	
Norris Cotton Federal Building 275 Chestnut Street, Room 275 Manchester, NH 03103 Phone # (603) 666-7735 Fax # (603) 666-7410	J.C. Cleveland Building 55 Pleasant Street Concord, NH 03301 Phone # (603) 225-1615 Fax # (603) 225-1616
VERMONT	
USPO & Courthouse 11 Elmwood Avenue Burlington, VT 05401 Phone # (802) 951-6364 FAX # (802) 951-6613	USPO & Courthouse State Street Montpelier, VT 05601 Phone # (802) 828-4483 Fax # (802) 828-4526
Post Office & Custom House 56 South Main Street St. Albans, VT 05478 Phone # (802) 524-6703 Fax # (802) 527-6282	
MAINE	
Edmund Muskie Federal Building 40 Western Avenue Augusta, ME 04330 Phone # (207) 622-8251 Fax # (207) 626-9134	Houlton Border Station Route 95, 2 nd Floor Houlton, ME 04730 Phone # (207) 532-7852 Fax # (207) 532-6101

FEDERAL TECHNOLOGY SERVICE (FTS) provides value-added information technology solutions and network services through FTS employees and contracted vendors, as well as through in-place contracts.

Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, 10th Floor
Boston, MA 02222

Tel: (617) 565-5770

FEDERAL SUPPLY SERVICE (FSS) procures for almost \$6 billion worth of goods and services every year for U.S. Government agencies throughout the world. Purchases range from pencils and paper to information technology services. FSS buys through supply and service schedules, stock programs and special orders as well as consolidated purchases and other contracting programs.

Contract Management Division (2FQ-1)
Thomas P. O'Neill Jr. Federal Building
10 Causeway Street, 3rd Floor (Lowrise)
Boston, MA 02222

Tel: (617) 565-7600

Customer Service & Marketing Division (2FM1)
Thomas P. O'Neill Jr. Federal Building
10 Causeway Street, 3rd Floor (Lowrise)
Boston, MA 02222

Tel: (617) 565-7602
Tel: (617) 565-7603

Fleet Management Services

The regional office is responsible for awarding major contracts for (i.e. auctioning services, glass replacement and auto repair.) The local Fleet Management Centers listed below can be a good source for local micro/small purchases and services.

Fleet Management Services (2FBF)
Regional Office (2FBF)
26 Federal Plaza, Room # 20-112
New York, NY 10278

Tel: (212) 264-0580

Connecticut Fleet Management Center (2FBFM-12)
Hartford Fleet Management Center
450 Main Street, Room G10
Hartford, CT 06103

Tel: (860) 240-3314

Massachusetts Fleet Management Center (2FBFM-11)
Boston Fleet Management Center
CAPT J.F. Williams Federal Building
408 Atlantic Avenue, Room 141 (Ground Floor)
Boston, MA 02210

Tel: (617) 737-1998

New Hampshire Fleet Management Center (2FBFM-13)
Concord Fleet Management Center
1604 Hooksett Road
Hooksett, NH 03106-1667

Tel: (603) 666-7955

TECHNICAL ASSISTANCE

SMALL BUSINESS ADMINISTRATION

<http://www.sba.gov>

The Mission of the Small Business Administration (SBA) is to maintain and strengthen the nation's economy by aiding, counseling, assisting and protecting the interests of small businesses and by helping families and businesses recover from national disasters.

Region 1 – Boston (MA) Regional Office

10 Causeway Street, Room 265
Boston, MA 02222

Tel: (617) 565-8415
Fax: (617) 565-8420

Massachusetts District Office

Thomas P. O'Neill Federal Building
10 Causeway Street, Room 265
Boston, MA 02222

Tel: (617) 565-5590
Fax: (617) 565-5598

Connecticut District Office

330 Main Street, 2nd Floor
Hartford, CT 06106

Tel: (860) 240-4700
Fax: (860) 240-4659

Maine District Office

40 Western Ave., Rm. 512
Augusta, ME 04330

Tel: (207) 622-8378
Fax: (207) 622-8277

New Hampshire District Office

143 N. Main Street, Ste. 202
Concord, NH 03301

Tel: (603) 225-1400
Fax: (603) 225-1409

Rhode Island District Office

380 Westminster Mall, Ste. 511
Providence, RI 02903

Tel: (401) 528-4561
Fax: (401) 528-4539

Vermont District Office

87 State Street, Ste. 205
Montpelier, VT 05602

Tel: (802) 828-4422
Fax: (802) 828-4485

DEPARTMENT OF DEFENSE (DOD) PROCUREMENT TECHNICAL ASSISTANCE CENTERS (PTACs)

The Defense Logistics Agency (DLA) administers the Department of Defense (DOD) Procurement Technical Assistance Program (PTAP). PTA Centers are a local resource that can provide assistance to business firms in marketing products and services to the Federal, state and local governments. PTA Centers also promote economic and small business development through bid-matching services, counseling, education, resources, and outreach programs.

CONNECTICUT

<http://www.secter.org>

Southeastern CT Enterprise Region
190 Governor Winthrop Blvd.
Suite 300
New London, CT 06320
Arlene Vogel
Phone: 860-437-4659, ext 208
Fax: 860-437-4662
Email: avogel@secter.org

MAINE

<http://www.mdcme.org>

Eastern Maine Development Corp.
Marketing Development Center
P.O. Box 2579
Bangor, ME 04402
Rick Alexander
Phone: 800-339-6389
207-942-6389
Fax: 207-942-3548
Email: ralexander@emdc.org

RHODE ISLAND

<http://www.riedc.com/>

Rhode Island Development Corp.
Business Expansion
One West Exchange Street
Providence, RI 02903
Dorothy Reynolds
Phone: 401-222-2601
Fax: 401-222-2102
Email: dreynold@riedc.com

VERMONT

<http://www.dca.state.vt.us>

Government Marketing Assistance Center
National Life Building
Drawer 20
Montpelier, VT 05609
Greg Maguire
Phone: 802-828-5237
Fax: 802-828-3258
Email: Greg@thinkvermont.com

NEW HAMPSHIRE

www.nheconomy.com/ptac

Office of Business &
Industrial Development
P.O. Box 1856
172 Pembroke Road
Concord, NH 03302-1856
Joseph Flynn
Phone: 603-271-7581
Fax: 603-271-7583
Email: jflynn@dred.state.nh.us

MASSACHUSETTS

<http://msbdc.som.umass.edu>

Procurement Technical Assistance Center
Massachusetts Small Business Development
Network, University of Massachusetts
205 SOM, Amherst, MA 01003-3285
Peter Cokotis
Phone: 413-545-6303
Fax: 413-545-1273
Email: pcokotis@som.umass.edu

CENTER FOR VETERAN'S ENTERPRISE (CVE)

The Center helps Veterans open a business, expand a business, understand the federal-buying rules and locate business opportunities. For more information about the program, please visit their website at <http://www.vetbiz.gov> or call a phone number listed below:

U.S. Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, D.C. 20420
(202) 565-8336 or toll-free 1-(866) 584-2344

CENTER FOR WOMEN & ENTERPRISE (CWE)

<http://www.cweboston.org>

The mission of the Center for Women & Enterprise is to empower women to become economically self-sufficient and prosperous through entrepreneurship. Their programs help women starting businesses, growing businesses or learning how to operate their businesses.

Eastern Massachusetts

Center for Women & Enterprise
1135 Tremont Street, Suite 480
Boston, MA 02120
617-536-0700
Fax 617-536-7373
info@cweboston.org

Central Massachusetts

Center for Women & Enterprise
50 Elm Street, Second Floor
Worcester, MA 01609
508-363-2300
Fax 508-363-2323
info@cweworcester.org

Rhode Island

Center for Women & Enterprise
55 Claverick Street, Suite 102
Providence, RI 02903
401-277-0800
Fax 401-277-1122
info@cweprovidence.org

MINORITY BUSINESS DEVELOPMENT AGENCY

<http://www.mbda.gov>

The Mission of the Minority Business Development Agency (MBDA) is to encourage the creation, growth and expansion of minority-owned businesses in the United States.

NEW YORK REGION

Connecticut - Delaware – Maine, Maryland - Massachusetts - New Hampshire
New Jersey - New York – Pennsylvania, Rhode Island - Vermont - Virginia
Washington, DC - West Virginia

MBDA National Enterprise Center

26 Federal Plaza
Room 3720 New York, NY 10278
E-mail: nyro-info@mbda.gov

Tel: (212) 264-3262
Tel: (212) 264-0725

Boston District Office
T. P. O'Neill Federal Building
10 Causeway Street, Suite 418
Boston, MA 02222-1041

Tel: (617) 565-6850
Fax (617) 565-8897

FEDERAL PROCUREMENT DATA SYSTEM (FPDS)

<http://www.fpdc.gov>

The FPDS report is published annually by the Federal Procurement Data Center. It contains information on contracting activities of all federal agencies and provides information valuable for market and geographical analysis. The report identifies the type of products and services bought by the agencies along with prime contractors who receive the majority of the Federal contracts in each state. You may request special reports, which can help in tracking the demand for a specific type of product or service or the value and number of procurements by an individual agency or procurement office. A fee is charged for special reports. To obtain a special report, fax your request to (202) 219-3615, call (202) 219-3416 or write to:

Government Wide Information Systems Division,
Federal Procurement Data System (MVSC),
U.S. General Services Administration, 1800 F Street, NW, Room 4020,
Washington, DC 20405

FEDERAL AGENCIES AND DEPARTMENTS IN NEW ENGLAND

Listed below are other Federal Departments and Agencies that are located in the New England Region that may or may not buy your products/services on a small purchase basis.

CONSUMER PRODUCT SAFETY COMMISSION

<http://www.cpsc.gov/businfo/businfo.html>

DEPARTMENT OF DEFENSE (DOD)

http://www.defenselink.mil/other_info/business.html

The Defense Contract Management Agency (DCMA) has offices throughout the nation to manage defense contracts awarded by the various buying activities of the Army, Navy, Air Force, Defense Logistics Agency, National Aeronautics and Space Administration and other Government Agencies. DCMA performs inspections, acceptance, payment, production monitoring, price/cost analysis, contract change negotiation, contractor systems reviews, and numerous other contract administrative functions involved with on-going contracts. Although not a buying organization, DCMA's small business specialists provide information and counseling to businesses about contracting opportunities with Defense Agencies/Offices, as well as subcontracting opportunities with prime defense contractors within New England.

POINT OF CONTACT

DCMA-Boston

495 Summer Street
Boston, MA 02210-2138
(617) 753-4110

**Covers MA-East of Worcester,
VT, ME, NH, RI**

DCMA-Hartford

130 Darlin Street
E. Hartford, CT 06108-3234
(860) 291-7705

Covers CT, MA (western MA)

DEFENSE CONTRACT AUDIT AGENCY

59 Composite Way, Suite 300
Lowell, MA 01851-5150

Tel: (978) 551-9710

Fax: (978) 551-9715

DEFENSE CONTRACT MANAGEMENT DISTRICT EAST

495 Summer Street
Boston, MA 02210-2184

Tel: (617) 753-4093

Fax: (617) 753-3207

DEFENSE LOGISTICS AGENCY (DLA)

<http://progate.daps.dla.mil/home>

DOD and other Government agencies only conduct business with vendors registered on the Central Contractor Registration (CCR) <http://www.ccr.gov>. All Government agencies require vendors to be registered in the CCR.

DLA has a Customer Contact Center that is dedicated to be your "one call resolution" point of contact for all logistics issues related to DLA. The toll free phone number is 1-877-352-2255(DLA-CALL) or call (296) 961-7766. Please visit their website for more information at http://www.supply.dla.mil/dla_call.asp.

DEPARTMENT OF EDUCATION (DOE)

www.ed.gov/offices/OCFO/contracts.html.

Regional Office

540 J.W. McCormack. POCH.
Boston, MA 02109-4557

Tel: (617) 223-9317

Fax: (617) 223-9324

DEPARTMENT OF ENERGY

<http://www.energy.gov/business/index.html>

Boston Support Office

JFK Federal Building, Ste. 675
Boston, MA 02203

Tel: (617) 565-9700

Fax: (617) 565-9723

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

<http://www.hhs.gov/agencies/contracts.html>

Regional Office

JFK Federal Bldg. - Rm 2100
Boston, MA 02203-2100

Tel: (617) 565-1500

Fax: (617) 565-1491

Food and Drug Administration (FDA)

One Montvale Ave., 4th Floor
Stoneham, MA 02180

Tel: (781) 279-1675
Fax: (781) 279-1742

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

<http://www.hud.gov/fudopp.html>

<http://www.hud.gov/directory/800/800num8.cfm>

Massachusetts

O'Neill Federal Building
10 Causeway Street, -Room 301
Boston, MA 02222-1092

Tel: (617) 994-8200
Fax: (617) 565-6558

Connecticut

1 Corporate Center., 19th Fl.
Hartford, CT 06103-3220

Tel: (860) 240-4800
Fax: (860) 240-4850
TDD: (860) 240-4665

Maine

Margaret Chase Smith Federal Bldg.
202 Harlow Street
Bangor, ME 04402-1384

Tel: (207) 945-0467
Fax: (207) 945-0533

New Hampshire

Norris Cotton Federal Building
275 Chestnut Street
Manchester, NH 03101-2487

Tel: (603) 666-7510
Fax: (603) 666-7667
TDD: (603) 666-7518

Rhode Island

10 Weybosset Street., 6th Fl.
Providence, RI 02903-2808

Tel: (401) 528- 5230
Fax: (401) 528-5312

Vermont

U.S. Federal Building., 11 Elmwood Ave., Rm. 237
Burlington, Vermont 05402-0879

Tel: (802) 951-6290
Fax: (802) 951-6298

DEPARTMENT OF THE INTERIOR (DOI)

<http://www.doi.gov/>

<http://www.doi.gov/pam/pamofab.htm>

DEPARTMENT OF JUSTICE (DOJ)

www.usdoj.gov/07business/index.html

DEPARTMENT OF LABOR (DOL)

<http://www.dol.gov/dol/osbp/welcome.html>

Regional Office

JFK Federal Building
Boston, MA 02203

Tel: (617) 565-1991
Fax: (617) 565-4440

Women's Bureau

JFK Federal Building, E-270
Boston, MA 02203

Tel: (617) 565-1988
Fax: (617) 565-1986

DEPARTMENT OF STATE

<http://www.statebuy.gov/home.htm>

Passport Services:

Boston (MA) Passport

O'Neill Federal Bldg.
10 Causeway Street, Rm. 247
Boston, MA 02222

Tel: (617) 565-6990
Fax: (617) 565-7197

National Passport Center

31 Rochester Ave., Portsmouth, NH 03801-2900

Tel: (603) 334-0500
Fax: (603) 334-0596

National Visa Center

32 Rochester Ave., Portsmouth, NH 03801

Tel: (603) 334-0700

Stamford (CT) Passport Agency

One Landmark Square, Broad & Atlantic Sts.
Stamford, CT 06901-2667

Tel: (203) 967-3741
Info: (203) 969-9000

DEPARTMENT OF TRANSPORTATION (DOT)

<http://www.dot.gov/business.html>

Cambridge Regional Office:

Volpe National Transportation System Center
55 Broadway
Cambridge, MA 02142-1042

Tel: (617) 494-2792
Fax: (617) 494-2941

FEDERAL HIGHWAY ADMINISTRATION (FHA)

<http://fast.faa.gov>

Regional Office

12 New England Executive Park
Burlington, MA 01803-5202

Tel: (617) 238-7020
Fax: (781) 238-7005

FEDERAL RAILROAD ADMINISTRATION

<http://www.fra.dot.gov>

Regional Office

55 Broadway, Room 1077
Cambridge, MA 02142-1093

Tel: (617) 494-2302
Fax: (617) 494-2967

FEDERAL TRANSIT ADMINISTRATION

<http://www.fta.dot.gov/>

Regional Office

Kendall Square, 55 Broadway, Rm. 921
Cambridge, MA 02142-1093

Tel: (617) 494-2055
Fax: (617) 494-2865

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA)

<http://www.nhtsa.dot.gov>

Region 1

Volpe National Transportation Systems Center
Kendall Square (Code 903)
55 Broadway
Cambridge, MA 02142

Tel: (617) 494-3427
Fax: (617) 494-3646

Research and Special Program:

John A. Volpe National Transportation Systems Center
Kendall Square, 55 Broadway
Cambridge, MA 02142-1093

Tel: (617) 494-2000
Fax: (617) 494-2497

DEPARTMENT OF VETERANS AFFAIRS (VA)

<http://www.va.gov/oa&mm/busopp/index.htm>

The National Acquisition (NAC) in Hines, Illinois, is the largest combined contracting activity within the Department of Veterans Affairs (VA). The NAC contracts for some of the following items: medical, dental, surgical supplies and equipment; pharmaceuticals and chemicals; semi-perishable foods; prosthetic and orthopedic aids; medical radiological; and laundry equipment; medical wear and flags. The NAC maintains active solicitation mailing lists from prospective suppliers for the various items procured. The Veterans Administration also purchases locally through their VA Medical Centers. The following are their New England locations: Correspondence should be sent to the attention of the purchasing office.

Office of Small Disadvantaged Business Utilization
Scott Denniston, Director
810 Vermont Avenue
Washington, DC 20420

202-565-8124
1-800-949-8387
scott.denniston@mail.va.gov

National Acquisition Center
Medical Care Products Division
P.O. Box 76, Building 37
Hines, IL 60141

Phil Naas, Small Business Advisor
Philnaas@med.va.gov
(708) 786-5144
Fax: (708) 786-4974

Medical & Regional Office Center

215 North Hartland Road
White River Junction, VT 05009

Tel:(802) 296-5101
Fax: (802) 296-5103

Maintenance, construction, services, operating supplies, hospital equipment

VA Medical Center

950 Campbell Ave.
West Haven, CT 06516

Tel: (203) 937-3079

Construction, refurbishment, operating supplies, maintenance services, miscellaneous hospital equipment, A&E, drugs and food

Maine Regional Office

1 VA Center
Togus, ME 04330

Tel : (207) 623-5717

Procurement of services, construction, maintenance and supplies

Boston VA Medical Center

150 South Huntington Ave.
Boston, MA 02130

Tel: (617) 232-9500 X5538

Brockton VA Medical Center

940 Belmont Street
Attn: Purchasing 90C
Brockton, MA 02301

Tel: (508) 583-4500 X1190

Edith Nourse Rogers Memorial VA Medical Center

200 Springs Road
Bedford, MA 01730

Tel: (781) 687-2000
Fax: (781) 687-2101

Manchester Medical Center

Acquisition and Materials Management
718 Smyth Road
Manchester, NH 03104

Tel :(603) 626-6582

Northhampton VA Medical Center

421 North Main Street
Leeds, MA 01053

Tel: (413) 582-3093

Providence VA Medical Center

830 Chalkstone Avenue
Providence, RI 02908

Tel: (401) 457-3035

Maintenance, construction, services, operating supplies, hospital equipment

VA Connecticut Healthcare System - Newington

VA Medical Center
555 Willard Avenue
Newington, CT 06111

Tel: (860) 667-6951

Construction, maintenance service, repairs, supplies, refurbishment, A&E, drugs, food, hospital equipment

VA Connecticut Healthcare System – West Haven

950 Campbell Avenue
West Haven, CT 06516

Tel: (203) 932-5711
Fax: (203) 937-3868

VA New England Healthcare System

200 Springs Rd., Bldg. 61
Bedford, MA 01730

Tel: (781) 687-3400
Fax: (781) 687-3470

Veterans Benefits Administration:

Boston (MA) Regional Office
John F. Kennedy Federal Building
Boston, MA 02203

Tel: (617) 227-4606
(800) 827-1000
Fax: (617) 565-3012

Hartford (CT) Regional Office
Ribicoff Federal Office Building
450 Main Street
Hartford, CT 06103

Tel: (860) 240-3365

Manchester (NH) Regional Office
Norris Cotton Federal Building
275 Chestnut Street
Manchester, NH 03101

Tel: (603) 666-7515
(800) 827-1000

Providence (RI) Regional Office
The Federal Center
380 Westminster Street
Providence, RI 02903

Tel: (401) 528-4402
Fax: (401) 528-4895

Togus (ME) Medical and Regional Office Center
One VA Center
Togus, ME 04330

Tel: (207) 623-8411
Fax: (207) 623-5792

White River Junction (VT) VA Medical and Reg Office Ctr
215 N. Main Street
White River Junction, VT 05009-0001

Tel: (802) 295-9363
Fax: (802) 296-6354

Office of Regional Counsel
VA Medical Center
200 Springs Rd.
Bedford, MA 07130

Tel: (781) 687-3600
Fax: (781) 687-3626

ENVIRONMENTAL PROTECTION AGENCY (EPA)

<http://www.epa.gov/sadqfzsu/business.htm>
<http://www.epa.gov/oam>

New England Regional Office
Office of Administration and Resource Management
One Congress Street
Boston, MA 02114

Tel: (617) 918-1961

Office Inspector General
One Congress St., Suite 1100 (OIG)
Boston, MA 02114-2023

Tel: (617) 918-1470
Fax: (617) 918-2023

FEDERAL COMMUNICATIONS COMMISSION (FCC)

www.fcc.gov/ocbo

Boston MA Office
One Batterymarch Park
Quincy, MA 02169-7495

Tel: (617) 786-7746
Fax: (617) 770-2408

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

www.fema.gov/ofm

Regional Office

J.W. McCormack, POCH-Rm 442
Boston, MA 02109-4595

Tel: (617) 223-9527
Fax: (617) 223-9519

Maynard (MA) Mobile Emergency Response Support

FEMA/MERS, 65 Old Marlboro Rd.
Maynard, MA 01754

Tel: (978) 461-5510
Fax: (978) 461-5574

GOVERNMENT ACCOUNTING OFFICE (GAO)

www.gao.gov

Regional Office

O'Neill Federal Bldg.
10 Causeway Street, Rm. 575
Boston, MA 02222

Tel: (617) 565-7500
Fax: (617) 565-5909

GOVERNMENT PRINTING OFFICE (GPO)

www.access.gpo.gov/procurement/index.html

The Government Printing Office (GPO) purchases all manner of equipment, materials, supplies and related services necessary for the production and distribution of information in printed and electronic formats and for the operation of the office. Printing requirements purchased include composition; printing by letterpress, offset, silk-screen, and gravure; binding and finishing; color work; and snap out and marginally punched continuous forms, labels, etc. Firms interested in obtaining more information may call the area office below, or obtain a bidders kit by calling (202) 512-0526.

Boston (MA) Government Printing Office

Procurement Services
28 Court Street
Boston, MA 02108

Tel: (617) 720-3680
Fax: (617) 720-0281

NATIONAL AERONAUTICS & SPACE ADMINISTRATION (NASA)

<http://www.hq.nasa.gov/office/procurement>
<http://prod.nais.nasa.gov/cgi-bin/nais/nasaproc.cgi>

NASA CTC

P.O. Box 6360, 505 Amherst Street
Nashua, New Hampshire 03063-6360

Tel: (800)-861-5037
Fax: (603) 598-9830

SOCIAL SECURITY ADMINISTRATION

http://www.ssa.gov/oag/acq/oag_acquisition.htm

Regional Office

JFK Federal Building, Room 900
Boston, MA 02203

Tel: (617) 565-2870
Fax: (617) 565-2143

UNITED STATES DEPARTMENT OF THE TREASURY (USTREAS)

<http://www.ustreas.gov/offices/management/dco/procurement>

BUREAU OF ALCOHOL, TOBACCO & FIREARMS (ATF)

Field Division:

Boston (MA)

O'Neill Federal Bldg.
10 Causeway Street, Rm. 253
Boston, MA 02222-1047

Tel: (617) 565-7042
Fax: (617) 565-7003

CUSTOMS SERVICE

North Atlantic CMC

O'Neill Federal Bldg., Rm. 801
10 Causeway Street
Boston, MA 02222-1056

Tel: (617) 565-6200
Fax: (617) 565-6277

UNITED STATES POSTAL SERVICE (USPS)

<http://www.usps.com/purchasing>

The Northeast Area Purchasing and Materials Service Center (PMSC) serves New England and Northern/Western New York State. The PMSC supports a number of Districts and Processing & Distribution (P&D) Centers/Facilities that have local buying authority and may make purchases (excluding some commodities) up to \$10,000. Contact the Windsor, CT office for locations of Northeast area contracting opportunities, as well as information on the National Suppliers Mailing List Application (PS Form 7429). Their contact information is:

U.S. Postal Service
6 Griffen Road North
Windsor, CT 06095-1572

Tel: (860) 285-7326
Fax: (860) 285-7272

Boston (MA) District
25 Dorchester Ave.
Boston, MA 02205-0098

Tel: (617) 654-5007
Fax: (617) 654-5816

Connecticut District
141 Weston St.
Hartford, CT 06101-9996

Tel: (860) 524-6137
Fax: (860) 524-6199

Maine District
380 Riverside St.
Portland, ME 04103-7000

Tel: (207) 828-8529
Fax: (207) 828-8447

Middlesex-Central (MA) District
74 Main St.
North Reading, MA 01889-9800

Tel: (978) 664-7600
Fax: (978) 664-5998

New Hampshire District
955 Goffs Falls Rd.
Manchester, NH 03103

Tel: (603) 644-3800
Fax: (603) 644-3896

Southeast New England District
24 Corliss Street
Providence, RI 02904-9998

Tel: (401) 276-6950
Fax: (401) 276-6867

Springfield (MA) District
1883 Main Street
Springfield, MA 01101-9700

Tel: (413) 731-0528
Fax: (413) 731-0280

NEW ENGLAND REGION STATE GOVERNMENT PROCUREMENT OFFICES

Listed below is the contact information for the State Procurement Offices within the New England Region. Please contact the point of contact listed for each state office regarding the necessary steps required for Doing Business with their perspective state. They can advise you about the bidding, award, marketing and payment processes, etc.

CT STATE GOVERNMENT PROCUREMENT OFFICE

State of Connecticut
Department of Administrative Services
Procurement Services
165 Capital Avenue, Room G8A
Hartford, CT 06103
Jim Pessier
Procurement Manager
(860) 713-5086
<http://www.das.state.ct.us/busopp.asp>

NH STATE GOVERNMENT PROCUREMENT OFFICE

Division of Plant and Property Management
Room 102, State House Annex
25 Capitol Street
Concord, NH 03301-6312
Wayne R. Myer
Administrator, Department of Administration
(603) 271-2201
<http://www.state.nh.us/>

MA STATE GOVERNMENT PROCUREMENT OFFICE

The Commonwealth of Massachusetts
Department of Procurement and General Services
One Ashburton Place, Room 1017
Boston, MA 02108
Philmore Anderson III
State Purchasing Agent
(617) 720-3300
<http://www.comm-pass.com>

RI STATE GOVERNMENT PROCUREMENT OFFICE

State of Rhode Island
Department of Administration
Division of Purchases
One Capital Hill
Providence, RI 02980-5855
Peter Corr, Associate Director
(401) 222-2317
<http://www.state.ri.us/>

ME STATE GOVERNMENT PROCUREMENT OFFICE

Vermont Division of Purchasing
128 State Street, Drawer 33
Montpelier, VT 05633-7501
Peter Noyes
State Purchasing Agent
(802) 828-2211
<http://www.state.vt.us/>

VT STATE GOVERNMENT PROCUREMENT OFFICE

State of Maine
Division of Purchases
Burton Cross Building
9 State House Station
Augusta, ME 04333
Richard Thompson, Director
(207) 624-7340
<http://www.state.me.us/>

NETWORK RESOURCES

NEW ENGLAND REGION CHAMBERS OF COMMERCE

It is the mission of the Chambers of Commerce to develop a positive and productive business climate for their communities through economic development, political action and civic endeavor. Chambers of Commerce are dedicated to helping member-businesses of all sizes expand and prosper. Additionally, Chambers promote programs of a civic, social and cultural nature, and through a growing membership, provide the leadership, ideas, energy and finances to help address major community challenges.

**Connecticut State Chamber of Commerce
State Chamber**

370 Asylum Street
Hartford, CT 06103-2022
(860) 244-1900
Fax: (860) 278-8562
<http://www.cbiam.com/home.htm>

**Rhode Island – No State Chapter
Greater Providence Chamber of Commerce**

30 Exchange Terrace
Providence, RI 02903
(401) 521-5000
www.provchamber.com

**Massachusetts – No State Chapter
Greater Boston Chamber of Commerce**

75 State Street, 2nd Floor
Boston, MA 02109
Phone (617) 227-4500
Fax (617) 227-7505
<http://www.gbccc.org>

Northern Rhode Island Chamber of Commerce

6 Blackstone Valley Place, # 301
Lincoln, RI 02865
(401) 334-1000
www.nrichamber.com

Maine State Chamber of Commerce

7 University Drive
Augusta, ME 04330-9412
(207) 623-4568
Fax: (207) 622-7723
<http://www.mainechamber.org>

Vermont State Chamber of Commerce

P.O. Box 37
Montpelier, VT 05601-0037
(802) 223-3443
Fax: (802) 223-4257
<http://www.vtchamber.com>

New Hampshire State Chamber of Commerce

122 North Main Street
Concord, NH 03301-4918
(800) 540-5388 (in-state toll-free)
(603) 224-5388
Fax: (603) 224-2872
<http://www.nhbia.org>

MARKETING ASSISTANCE FOR GSA FEDERAL SUPPLY SCHEDULE CONTRACT HOLDERS

SELLING FOR SUCCESS IN TODAY'S WORLD

You are finally on a **GSA Federal Supply Schedule (FSS)** - So now what?

As a small business, you need to take advantage of every opportunity. Take your sales strategies a step beyond contract administration and find out proactive approaches to successfully market your company to the federal marketplace.

We'll tell you about the basic tools and helpful information the **FSS Office of Marketing** can provide in order to polish your promotional and advertising methods. You'll also learn about the multi-channeled strategy we use to promote GSA Schedules – as well as other programs and solutions – national and internationally.

Learn from the very best how to identify and capitalize on new business opportunities as well as gain an insight on what you need to do to have the competitive advantage. Learn helpful hints on increasing your ability to sell successfully. Have the right tools for the job!

Listed below is our contact information. Make an appointment today with a New England GSA/FSS Customer Service and Marketing Representative:

U.S. General Services Administration
Federal Supply Service
Customer Service & Marketing Division (2FMS-1)
10 Causeway Street, 3rd Floor, Room 347
Boston, MA 02222-1076

Pamela Lapointe	pam.Lapointe@gsa.gov	617 565 7302
Robert Cobbett	bob.Cobbett@gsa.gov	617 565 7303
Erica March	Erica.march@gsa.gov	617 565 5360

To find out about upcoming events, please visit our Events website: www.fss.gsa.gov/events

VENDOR SUPPORT CENTER (VSC)

<http://vsc.gsa.gov>

The Vendor Support Center is the online source for Schedule Contract Holders to get information, review and report sales, and more. You can contact them by phone at (703) 305-6235, toll free at 877-495-4849 or email at vendor.support@gsa.gov.

PUBLICATION:

A copy of "The Steps to Success, How to be a Successful Contractor" publication is available at <http://vsc.gsa.gov/stepstosuccess.pdf>. This is the Federal Supply Service (FSS) first contractor-specific publication for tips on making the most of your schedule contract.

KEY INTERNET ADDRESSES

GSA Home Page

<http://www.gsa.gov>

GSA Office of Small Business Utilization

<http://www.gsa.gov/smallbusiness>

GSA Forecast of Contracting Opportunities

http://w3.gsa.gov/Web/1/1on/Con_Opp.NSF

Federal Supply Service (FSS) Home Page

<http://www.fss.gsa.gov>

Federal Technology Service (FTS) Home Page

<http://www.fts.gsa.gov>

Public Buildings Service (PBS) Home Page

<http://www.gsa.gov/Portal/browse/channel.jsp?channelId=-13820&channelPage=/channel/default.jsp>

SBA's Home Page

<http://www.sba.gov>

SBA Small Disadvantaged Business (SDB)

<http://www.sba.gov/sdb>

SBA Government Contracting

<http://www.sba.gov/GC>

SBA 8(a) Business Development

<http://www.sba.gov/8abd/>

SBA Historically Underutilized Business Zone (HUBZone)

<http://sba.gov/hubzone>

SBA Minority Enterprise Development

<http://www.sba.gov/hotlist/minor.html>

SBA SubNet

<http://web.sba.gov/subnet>

SBA Veterans Programs

<http://www.sba.gov/vets>

SBA Women-Owned

<http://www.sba.gov/womeninbusiness>

SBA ProNet and Central Contractor Registration (CCR) combined effective 1/1/2004

<http://www.ccr.gov>

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